

CITY OF ROANOKE

**Department of Planning, Building & Development
HUD Community Resources Division**

FY 2012 – 2013

**COMMUNITY DEVELOPMENT
BLOCK GRANT (CDBG)**

APPLICATION PACKAGE

for

HUMAN SERVICE PROGRAMS



FY 2012– 2013 CDBG – HUMAN SERVICE PROGRAM APPLICATION

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GENERAL APPLICATION INFORMATION

1. DEADLINE:

Applications are due in Room 305 of the Noel C. Taylor Municipal Building – North, 215 Church Avenue, SW, by **5:00 p.m., Monday, January 9, 2012.**

If you have questions regarding this application package, please contact Sherman Pennix, Jr. by phone at 853-6801 or fax at 853-6597 or e-mail Sherman.Pennix@roanokeva.gov.

2. APPLICATION ELIGIBILITY:

- a. Proposed projects must be eligible under U. S. Department of Housing and Urban Development (HUD) CDBG regulations. If you are unsure whether your application would be eligible, contact Sherman Pennix, Jr. in the HUD Community Resources Division at 853-6801.

Note: City Departments applying for funding will need to indicate that CDBG and/or HOME funds have been requested in their Offers submitted under the City's Budgeting for Outcomes process. Contact the HUD Community Resources Division regarding questions concerning this requirement.

- b. The application must also be "fundable" under CDBG regulations. It must benefit low- and moderate-income persons (see Attachment A). The application must also address a 2010-2015 Consolidated Plan priority and objective (see Attachment B).
- c. Private individuals are not eligible to submit project applications directly benefiting themselves. Projects must benefit a group of people and be administered by an agency or organization (i.e., a legal entity). The administrative capacity of the agency or organization is one of the factors considered in the selection of the applications.
- d. For human service activities, CDBG funds may be used provided that the following criteria are met: the public service must be either 1) a new service; or 2) a quantifiable increase in the level of a service above that which has been provided during the 12 months prior to July 1, 2012.

3. CITY COUNCIL POLICY ON FUNDING NONPROFIT ORGANIZATIONS

In January 2006, City Council adopted revised guidelines for nonprofit organizations applying to the City for funding. When the total amount of all requests from a nonprofit is \$25,000 or more, the organization is requested to submit its organizational business plan and certifications regarding the engagement of its Board of Directors as part of its application. All nonprofit organizations are expected to adhere to these guidelines as part of applying for 2012-2013 funding. While non-adherence to the guidelines will not necessarily prohibit an agency from receiving funding, adherence will be one of the key factors in determining the award

of funding. (See General Application Information section 11.f., items (9), (10), (11) and (12), and Attachment C.)

4. **CITY COUNCIL HUD FUNDS POLICY:**

On October 7, 2010, City Council adopted significant changes to its Policy on HUD funds that had previously been in effect since 2001. Among the most pertinent to this application process are the following:

- The new policy designated three areas of the City to be considered for targeted CDBG and HOME assistance. In 2011, from among these three areas, the City selected the West End Project Area to be the next for such targeting. This area encompasses portions of the Mountain View, Old Southwest, and West End neighborhoods; it is described in greater detail in Section 6.(c) of this application packet and the map provided at Attachment D. While applications for funding may be submitted to address any City neighborhood, preference will be given to those programs and projects that focus, in whole or in part, on the West End Project Area.
- A performance-based approach has replaced the three-year and decreasing funding limits previously applied to "ongoing" programs. Under the revised provision, a program that addresses a continuing need (e.g. child care; emergency home repair) that is selected for funding may be renewed for up to two additional years on a non-competitive basis, subject to performance and necessary funds being made available to the City by HUD. Such programs will submit budget, program and performance goals for City review and approval at the same time applications are due as part of the annual applications process. At the end of the current year, programs evidencing satisfactory performance will be renewed. Programs with unsatisfactory performance will be discontinued and funds committed to them will be made available to other programs solicited, selected or otherwise identified by the City, including previously selected programs awaiting the availability of funding. Organizations currently funded through City agreements that incorporate this "conditional renewal" provision will follow the above procedure. Other organizations applying and selected competitively for funding may, if applicable, have this provision as part of their contract with the City.

Note: This process does not supersede the HUD rule that, to be eligible for CDBG assistance, activities classified as "public services" must be either a new service or a quantifiable increase in the level of an existing service above that which has been provided in the prior 12 calendar months through funds raised by the City or received by the City from the Commonwealth of Virginia.

Applicants for funding are advised to review the entire policy, which is included as Attachment D of this package.

5. **ADA AND SECTION 504 COMPLIANCE**

In accordance with the Americans with Disabilities Act (ADA), Section 504 of the

Rehabilitation Act of 1973, as amended (504) and applicable federal, state and local requirements, activities assisted with federal funds are required to be accessible to individuals with disabilities. Reasonable accommodation must be made whenever a qualified individual with disabilities seeks services. (The term “qualified individual with disabilities” means a person with disabilities who meets any eligibility criteria applicable to all persons seeking the respective services.)

All agencies that are not departments and offices of the City applying for CDBG, HOME or ESG assistance from the City for the 2012/2013 period thereby agree to:

- o Complete and, as part of the Organizational Information Package (or update) section of their funding application(s), submit the 504/ADA Self-evaluation and Assurance of Compliance included as Attachment E of this application package. (Note: Agencies currently receiving CDBG, HOME or ESG funding that submitted this Assurance of Compliance as part of their previous applications are not required to re-submit this document unless there has been a substantial change in their facilities or programs affecting accessibility.)
- o Demonstrate progress in taking corrective actions identified in the 504/ADA Self-evaluation and Assurance of Compliance.
- o Permit, during normal business hours, the City or individuals/groups designated by the City to visit and review the accessibility of their facilities and programs.

ADA/504 Assistance: Agencies new to the 504/ADA Assurance of Compliance may contact the City’s HUD Community Resources Division for guidance on completing the document.

6. **APPLICATION FUNDING AND TENTATIVE AMOUNTS:**

To be considered under the Human Service funding category, applications must address the human services needs through activities which provide health and developmental services, including early intervention, for at-risk youth and adults.

For this 2012–2013 budgeting cycle, the City has designated funding for certain categories of activities for which it is explicitly requesting applications. To compete for the funds in these designated categories, offerors must submit applications, which respond to the purposes and activities indicated. Applications which do not conform to the limitations, if any, for the application category may be rejected. Tentative funding amounts shown are subject to change and shifted among funding categories at the sole discretion of the City.

Human Service Projects (Tentative Funding) -- \$29,000

7. **APPLICATION REVIEW AND SELECTION PROCESS:**

- a. The written application must stand alone and will serve as the primary vehicle for applicants to provide information on proposed projects. Applicants may also be asked to submit additional information and/or be

interviewed by the review committees. Inaccurate, incomplete, unclear applications may be disqualified. If this is a multi-year project, you will be asked to define the performance outcomes to be accomplished by June 30, 2012, and may be asked to submit a separate budget for the overall project. (Note: Awards do not imply a commitment by the City to provide funds in subsequent years of multi-year projects.)

- b. The HUD Community Resources Division will review each application for eligibility based on the federal regulations. Applications will then be forwarded to the appropriate review committee.
- c. The review committee and the HUD Community Resources Division will evaluate the eligible applications based on a variety of factors. Current programs and projects that apply for continued funding are subject to an additional performance factor that may increase or decrease their rating points. See Attachment F for more detail concerning the evaluation process and criteria.
- d. Additional information or clarification may be requested during the application review process or even after the City officially agrees to fund your project. Applicants must respond satisfactorily to requests within time frames specified. Failure to provide needed information may result in the project not being recommended to City Council.

8. **BUDGET PROCESS SCHEDULE (Dates Subject to Change):**

November 16, 2011	HUD Entitlement Public Meeting
January 9, 2012	Applications due
April 3, 2012	HUD Funds Administrative Public Hearing
April 26, 2012	City Council Public Hearing
May 14, 2012	Council adopts Consolidated Plan Annual Update
May 15, 2012	Consolidated Plan Annual Update submitted to HUD
June 18, 2012	City Council appropriates funds
July 1, 2012	Beginning of Program Year

9. **AGREEMENT AND RELATED REQUIREMENTS:**

- a. A written agreement will be required for funds awarded to entities other than City government offices. The agreement must be fully executed (i.e., signed by all parties) before the City can disburse any funds.
- b. HUD funds are granted for the twelve-month period of the program year for which applications are solicited.
- c. Extensions of agreements may be considered; however, in some cases, the approval of City Council may be required. Requests for extensions should be submitted to the HUD Community Resources Division at least 60 calendar days prior to the agreement's termination date.
- d. In addition to the terms and conditions of the agreement with the City, organizations selected for funding are expected to comply with a variety of

federal requirements. Organizations considering applying for funds are encouraged to consult the HUD publication *Playing by the Rules: A Handbook for CDBG Subrecipients on Administrative Systems*. This recently published, free guide is available for review and/or download at the following website.

www.hud.gov/offices/cpd/communitydevelopment/library/subrecipient

While this guide does not cover the HOME or ESG programs, it contains a wealth of information that may help applicants evaluate the costs and other effects of adding a CDBG funded program to their operations. These requirements, and other specific contract management requests and procedures may be discussed individually or in a group meeting with the organizations selected for funding.

10. **COST CONSIDERATIONS AND PAYMENT METHODS:**

- a. There is no maximum dollar amount limit on requests. However, first-time applications requesting less than \$25,000 will not be considered. (This provision is waived for applications for ESG funds.) Be certain that the requested amount of funding is realistic to do the project within a twelve-month period.
- b. If leveraged funds are promised in your application, the City may choose to award the grant or loan contingent upon those funds being provided. If you are unsure what qualifies as leveraged funds, please contact the HUD Community Resources Division.
- c. Organizations expending \$500,000 or more in federal funds in a year, which includes federal funds received from the City and any other source, are required to undergo an independent audit that conforms to the guidelines of federal OMB Circular A-133 and to submit a copy of the audit to the HUD Community Resources Division within nine (9) months of the end of the audited period. For such organizations, the amount by which the organization's audit costs increase due to complying with this requirement with respect to CDBG and/or HOME funds received from the City may be included as part of the budget in your application. Audits are not required under the federal rules for organizations expending less than \$500,000 in federal funds in a year. Consequently, audit costs for such organizations, including those associated with complying with the City Council Policy on Funding Nonprofit Organizations (see Attachment C), may not be included in the CDBG and/or HOME funds requested in your application. Consult the HUD Community Resources Division if you are uncertain about audit requirements.
- d. Applicants selected to receive CDBG, HOME or ESG funding must carry insurance coverage appropriate for the nature of the activities to be conducted. Coverage required may include Workers' Compensation, Commercial General Liability, Employer's Liability, and Automobile Liability, and in certain types of programs Professional Liability/Errors and Omissions insurance. A certificate evidencing this coverage must be furnished to the City and must list the City of Roanoke, its officers, agents, employees and

volunteers as “additional insureds.” The amount by which an organization's insurance costs increase due to this requirement may be included as part of the budget in your application. Because the types of insurance required vary significantly according to the activities, applicants should contact the HUD Community Resources Division for advice from the City's Risk Manager.

- e. In general, the City expects staffing and overhead costs to be of a “direct charge” nature, supported by time records and other source documents such as invoices, bills and receipts. However, where appropriate, the City will consider “indirect costs,” provided that the applicant has an indirect cost allocation plan/rate that conforms to the requirements of the applicable federal OMB Circular A-122. Applicants are advised that any indirect costs approved by the City are typically significantly less than the rate established in a cost allocation plan. For further information on the requirements for indirect costs, contact the HUD Community Resources Division.
- f. The purchase of equipment is generally not an eligible expense. Please contact the HUD Community Resources Division for assistance regarding whether equipment necessary for your project may be purchased with CDBG funds.
- g. Depending on the nature of the project(s) you propose, you may be required to obtain and retain documentation of the eligibility of the individuals or families served by or benefiting from your activities. For example, if you plan to serve a certain area in the City, you may want to obtain data from the HUD Community Resources Division indicating that 51% of the residents of the area you plan to serve meet low- and moderate-income limits. Others may have to obtain, evaluate, record and retain specific information from each individual or family to document qualifying income. Such documentation may be required before any funds can be expended or before individuals or families can be served. Because projects vary widely, no single documentation guideline applies to all. These requirements can, however, affect project designs and costs. Therefore, you are encouraged to contact the HUD Community Resources Division regarding requirements, which may apply to your specific project.
- h. The preferred payment procedure is by reimbursement of funds or direct payment of invoices.
- i. Final reimbursements must be requested not later than **30 calendar days after the expiration date of the agreement**. Please note that the City is under no obligation to honor requests for payments received after these time limits. Costs incurred prior to the effective date or after the expiration date of your agreement with the City cannot be reimbursed without prior authorization from the HUD Community Resources Division.

11. TECHNICAL APPLICATION INSTRUCTIONS:

- a. On the application cover form, the "description of activity" (application summary) must be written carefully to be clear, concise and specific. It will be used for all references to your project.

- b. Do not use abbreviations or acronyms unless you explain them first. Please avoid terminology, which someone outside your field would not understand.
- c. Applications must be **typed in black ink**. Please use a font size of 12 point.
- d. **The amount of your request must be shown on the Application Cover Form as well as in your itemized budget.**
- e. **Submit one (1) original (unbound) plus seven (7) copies of the application. All attachments to the application must be included in the original and all copies.**
- f. Applications from organizations other than the City Government must be accompanied by **one (1) Organizational Information Package**. This package must include the following where applicable:
 - (1) **Articles of Incorporation**
 - (2) **State Corporation Commission Certificate and Evidence of Current Renewal**
 - (3) **Current Bylaws of the Organization**
 - (4) **IRS 501(C) Tax Exemption Determination Letter**
 - (5) **Current List of the Organization's Board of Directors** (Indicate name, address, telephone number and term of appointment for each director.)
 - (6) **Organization's Most Recent Audit/Financial Statement**
 - (7) **Evidence of Insurance** (Listing of policies by type and coverage amount, indicating policy end dates, or copies of certificates of insurance. Note: If selected to receive funding from the City, updated insurance certificates will need to be submitted, naming the City and its officers, agents, employees and volunteers as additional insureds. See General Application Information Section 10.d.)
 - (8) **504/ADA Self-Evaluation and Assurance of Compliance**
 - (9) **Organization Business Plan**
 - (10) **Board Attendance Certification**
 - (11) **Board Financial Commitment Certification**
 - (12) **Current Budget of the Organization** (Complete and include the "Estimated Organization Budget" form on page 10 with your Organizational Information Package or updates submitted with your application.)

Note: If you submitted an Organizational Information Package as part of applying for funding last year, then you need only submit changes to the above items. Please attach these to a cover sheet indicating "Organizational Information Package -- Updates as of January 9, 2012."

With respect to the City Council Policy on Funding Nonprofit Organizations, which relates to items (9), (10), (11) and (12) in the list above, please see Attachment C for additional details on submission requirements and what materials should be included with your Organizational Information Package or Update.

Organizational Information Package Estimated Organization Budget

Organization: _____

Fiscal Year Ends (check one):
 _____ June 30
 _____ September 30
 _____ December 31
 _____ Other (specify: _____)

Estimated Budget for Current Fiscal Year:

Please provide the total estimated budget for the entire organization named above for its current fiscal year. (For organizations using December 31st as the fiscal year ending date, provide the budget data for the year that will begin or has just begun January 1st.) Include all funds received by the organization for the current fiscal year or for which commitments to provide the funds have been received. Exclude the funds being requested from the City in this application.

Funding Source	Amount	% of Total	Comments
Federal Government Funds			Include all federal funds regardless of the type of entity providing the funds; e.g., federal CDBG funds received from the Commonwealth of Virginia would be included here.
State Government Funds			Include only those funds originating from the Commonwealth of Virginia regardless of the type of entity providing the funds.
Local Government Funds			Include only those funds originating from local governments, including, but not limited to, the City of Roanoke.
Other Public Funds			Include only those public funds originating from entities other than federal, state or local governments.
Private Funds			Include funds received from sales of products or services, foundation and corporate grants, private contributions, etc. Exclude in-kind contributions.
Other Funds			Include any other funds received not included above.
Total Estimated Funding		100.0	

Yes No

- _____ _____ 1. This organization expended more than \$500,000 in federal funds during its most recently completed fiscal year.
- _____ _____ 2. This organization expects to expend more than \$500,000 in federal funds during its current fiscal year.

Please print or type the name, email address and phone number of the organization's contact person for questions regarding budgetary matters.

Name: _____ E-mail: _____ Phone: _____

FISCAL YEAR 2012-2013 HUMAN SERVICE PROGRAM APPLICATION SUBMISSION CHECKLIST

Use this sheet to help ensure that you have completed your application properly and that you have provided all materials, which must be included in the application.

_____ All pages of the application, including attachments, are to be on **8.5" x 11"**.

_____ Submit one (1) original (unbound) plus seven (7) copies of the application. All attachments to the application must be included in the original and all copies.

Application Content -- This application must include the following:

- _____ 1. Application Cover Form -- One page; note especially the following:
 - _____ a. Name of applicant project manager or contact, mailing address, phone and fax numbers, and e-mail address.
 - _____ b. The description of activity (application summary) is typed in space provided.
 - _____ c. Applicant project manager has signed cover form.
- _____ 2. Program Narrative -- (See Program Information guidelines on Page 11 for specified content.)
 - _____ a. Table 1: Program Goals and Outcome Objectives
 - _____ b. Table 2: Report of Outcomes
 - _____ c. Table 3: Critical Issues
- _____ 3. Itemized Project Budget and Budget Narrative (see Budget Preparation Guidelines on Page 18 for additional details).

Organizational Information Package -- This package must include the following items (or most recent updates to these items) where applicable:

- _____ 1. Articles of Incorporation
- _____ 2. State Corporation Commission Certificate and Evidence of Current Renewal
- _____ 3. Current Bylaws of the Organization
- _____ 4. IRS 501(C) Tax Exemption Determination Letter
- _____ 5. Current List of the Organization's Board of Directors
- _____ 6. Organization's Most Recent Audit/Financial Statement
- _____ 7. Evidence of Insurance
- _____ 8. 504/ADA Self-Evaluation and Assurance of Compliance
- _____ 9. Organization Business Plan
- _____ 10. Board Attendance Certification
- _____ 11. Board Financial Commitment Certification
- _____ 12. Current Budget of the Organization

City of Roanoke
HUD Activity Application Cover Form
For Fiscal Year July 2012–June 2013

Name of Project:	New Program?: Yes ___ No ___ . If "No," most recent year funded:									
Applicant Organization/Department:	Faith-Based? Yes ___ No ___ .									
Applicant Project Manager: Mailing Address: Phone and Fax Numbers: E-mail Address:										
<table style="width: 100%; border: none;"> <tr> <td style="width: 35%;">Activity Cost:</td> <td style="width: 35%;">CDBG Funds Requested:</td> <td style="width: 30%; text-align: right;">_____</td> </tr> <tr> <td></td> <td>Total Matching Funds:</td> <td style="text-align: right;">_____</td> </tr> <tr> <td></td> <td>Total Activity Cost:</td> <td style="text-align: right;">_____</td> </tr> </table>		Activity Cost:	CDBG Funds Requested:	_____		Total Matching Funds:	_____		Total Activity Cost:	_____
Activity Cost:	CDBG Funds Requested:	_____								
	Total Matching Funds:	_____								
	Total Activity Cost:	_____								
Description of Activity: <div style="height: 400px; border: 1px solid black; margin-top: 5px;"></div>										

 Signature: Applicant Project Manager

 Date

**FY 2012-2013
PROGRAM INFORMATION**

- For each program requesting funding, submit a written summary of the following information in the exact order listed, and using the exact same headings.
- Please restate each question followed by the answer.
- Please use 1 inch margins, 12 point font size and single spacing.

A. Funding Requested

This application is for: **Community Development Block Grant
Application Package for Human Service Programs**

Amount Requested \$

NOTE: CDBG funding shall benefit Roanoke City Residents only.

B. Program Narrative

1. Need for Service:

- a. Provide a statement of the specific problem you are addressing through this program. Describe the target population to be served.
- b. What information indicates that the problem exists and the extent of its “negative” consequences in the City of Roanoke?

2. Program Description:

- a. Clearly describe the program. Include a description of the specific activities and list staff/volunteer positions needed to perform the activities. How will the program intervene and/or eliminate the problem stated above?
 - b. If this program is based on a particular model, what evidence exists of the model's effectiveness? If it is not, then why are you addressing the problem in this way?
3. Explain how the proposed program addresses one or more of the priorities and objectives in the City of Roanoke's Five Year Consolidated Plan (see Attachment B).

4. Program Goals and Outcome Objectives:

Please describe the specific activities you plan to do. In Table 1 attached

(Page 15) provide the Program Goal(s) for 2012–2013. This should include general statements of ultimate results, as well as the intended effects of the Program on the problem in terms of long-term solutions and community indicators of change. (Your response should correspond with your answers to Questions 1 and 2.) Below the Program Goal, provide the Outcome Objectives which should state the intended client benefits. They should be attainable, measurable and should tie directly to a positive change in the client's knowledge, skills, attitudes, behavior, condition or status. List the goals and objectives in priority order. In addition, provide the activities (including staff necessary) and timeline for **EACH** objective. If you use volunteers to provide a service, please note the number of volunteers. In the next column, please note how staff will be measuring outcomes, and in the farthest column indicate the percent of budget spent on each objective.

5. **Outreach Efforts:**

Describe the methods used to outreach to the target population. How are clients recruited? How is the program publicized?

6. **Partnerships:**

What agencies, organizations, City departments and/or programs do you currently partner with to benefit City of Roanoke residents? For each department/program, describe your working relationship in detail. **Please provide signed letters of agreement from the Chief Operating Officers of those agencies.** (Please use attached format example as a guide – Page 21.)

7. **Performance Measures:**

Report of Outcomes. For existing programs; when you measured outcomes over the past 12 months, what were the results? Please provide the previous year Outcome Objectives and Results for this program in Table 2 (Page 16).

8. **Results:**

Reviewing the responses in Question 7, please answer the following questions: How do these results mirror or differ from previous years' results? How have you used the results to improve services/programs? How did these results change the lives of the clients?

9. **Unit of Service:**

- a) Describe your organization's definition of a unit of service **for this program only.**

- b) Please provide the following information on units of service for this program: *(Cost of Program ÷ Number of Units of Service = Cost per Unit)*

Units of service	Last Completed FY	Current FY Estimated	Next FY Estimated	% Increase/ Decrease (current yr to next yr)
Cost of Program				
# of Units of Service Provided				
Cost per Unit				

10. Client Information:

How many clients are currently on your waiting list? On average, how long do people wait for service? To which agencies or programs would you refer people if you could not serve them right away?

11. Additional Revenue Sources:

Will funds requested through this application be used to **directly leverage / secure** other sources of revenue? YES _____ NO _____ If yes, identify sources and amounts of revenue leveraged/secured. Explain the situation fully. (Note: Fund raising activities are excluded).

12. List all personnel **directly involved** with the delivery of this program (now or to be hired), and the percentage of their time to be dedicated to the program.
13. If you are requesting funding to hire a new staff person, you **MUST** submit a detailed job description, a list of the position's duties, activities and projects, and expected salary.

14. On-going / Multi-Year Projects:

- a) On Table 3 (Page 17), list 2 –3 critical issues, challenges, or opportunities facing your organization and **this program** and the strategies to address these issues, challenges or opportunities for the upcoming funding years 2012/2013 and 2013/2014.
- b) If your project is funded this year, explain how you anticipate supporting the project in the future.

15. Additional information you would like to add that would help us in evaluating your request.

TABLE 1 Program Goals and Outcome Objectives for 2012-2013

(Program Information Question #4, Page 12)

Goal #1: _____

OBJECTIVES	ACTIVITIES	TIMELINE	OUTCOME INDICATORS	% Budget

Goal #2: _____

OBJECTIVES	ACTIVITIES	TIMELINE	OUTCOME INDICATORS	% Budget

Goal #3: _____

OBJECTIVES	ACTIVITIES	TIMELINE	OUTCOME INDICATORS	% Budget

You may continue this table on additional pages, if needed.

TABLE 2 – Report of Outcomes

(Program Information Question #7, Page 12)

REPORTING TIME PERIOD: _____

Goal #1: _____

OBJECTIVES	ACTIVITIES	OUTCOME INDICATORS	RESULTS

Goal #2: _____

OBJECTIVES	ACTIVITIES	OUTCOME INDICATORS	RESULTS

Goal #3: _____

OBJECTIVES	ACTIVITIES	OUTCOME INDICATORS	RESULTS

You may continue this table on additional pages, if needed.

TABLE 3 – CRITICAL ISSUES

(Program Information Question #14.a - Page 13)

Issue/Challenge/Opportunity #1: _____

STRATEGIES	PROGRESS TO DATE

Issue/Challenge/Opportunity #2: _____

STRATEGIES	PROGRESS TO DATE

Issue/Challenge/Opportunity #3: _____

STRATEGIES	PROGRESS TO DATE

You may continue this table on additional pages, if needed.

BUDGET PREPARATION GUIDELINES

An important component of the grant application process is the preparation of a detailed budget for our review. The document you prepare will enable us to link the funding you have requested with specific elements of the project you have proposed. Therefore, you must take care to ensure that the budget you propose is both appropriate and accurate.

Any budget submitted will be reviewed in detail and negotiated to ensure that it fits the goals and objectives of your proposed project, and that it is consistent with HUD regulations and policies. Therefore, during negotiations, your budget might need revision.

Using the suggested BUDGET FORM provided or a comparable format of your own devising:

- o First, under REVENUE, list all the sources of funds that will be used for this project and the amounts for each. Explain the status of each, (received, applied for, pending etc.). If non-CDBG funding sources are to be used to accomplish your objectives, normally those funds have to be committed in writing prior to the City signing an agreement for HUD funds. If you will be using "in-kind" match for some of the costs, explain in a budget narrative the basis for your evaluation of the in-kind contribution. Volunteer time should be valued at the equivalent rate for the expertise contributed (unskilled volunteer time should be valued at \$10.00 per hour), but must be explained in the narrative. Further clarification is available by contacting the HUD Community Resources Division.
- o Second, under EXPENSES, list all expenditures. Use the sample budget provided as a guide. Unfortunately, no one budget format works for each of the possible projects. The total amount of revenue projected and the total expenditures must balance. Show the expenditures in separate columns reflecting the revenue source(s) and which will support the particular line item. Line items entitled "Miscellaneous" will not be funded.

Please include a budget narrative explaining each expenditure line item of your 2012-2013 budget. Describe what each line item includes and how the figure was calculated. Indicate any historical expenditure data that supports the reasonableness of the amount of the line item.

If you are seeking other city funds as part of this project, list the specific city source on the Budget Page under Revenue.

If your project is an on-going or a multi-year activity, please submit a breakdown of funding anticipated for each year.

If awarded a HUD grant or loan, monthly or quarterly financial and narrative reports will be required. Further information about the form and timing of these reports will be forthcoming to recipients. Questions concerning the preparation of the application budget can be directed to Sherman Pennix with the HUD Community Resources Division at 853-6801 or fax number 853-6597.

BUDGET FORM

[illegible]

*Key for Type Code -- Federal (F), State (S), Local Government (L), Private (P)

Expenses (list)	Total					
Total						

SAMPLE BUDGET

Revenue (List Total Project Funding Sources, with HUD first)	Amount	Type Code*	Status Received, applied for, etc.	Anticipated Notification Date
CDBG Funds	\$12,000	F	Applied for	5/1/01
State Grant	\$25,000	S	Applied for	3/1/01
United Way Grant	\$7,000	P	Received	N/A
Applicant Contribution	\$1,250	P	Pending CDBG Award	7/1/01
Total	\$45,250			

*Key for Type Code -- Federal (F), State (S), Local Government (L), Private (P)

Expenses (list)	Total	CDBG	State	United Way	Applicant	
Staff Wages	\$20,000		\$20,000			
Staff Benefits	5,000		5,000			
Staff Travel	1,500			1,500		
Telephone	2,500			2,000	500	
Copying	750			500	250	
Training Supplies	9,500	6,000		3,000	500	
Bus Passes	1,000	1,000				
Child Care	5,000	5,000				
Total	\$45,250	\$12,000	\$25,000	\$7,000	\$1,250	

SAMPLE – PARTNERSHIP AGREEMENT

Between _____ and _____

As a program partner with _____, _____
_____ agrees to provide the following, (at a minimum, but not limited to these services):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

As a program partner with _____, _____
_____ agrees to work with them to achieve the following:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.

This agreement applies to the period of _____ through _____.

Suspension or termination of the agreement may occur if the partner program fails to comply with the terms of this agreement upon written notification setting forth the reasons for such termination, the effective date, and in case of partial termination, the portion to be terminated.

Signatures indicate agreement with the above roles for each partner. This agreement is open to negotiation and any changes will be recorded in writing and made available to the partner programs. This agreement is not exclusive in that each partner may enter into other partnerships.

Executive Director, _____, Date: _____

ATTACHMENT A

Extremely Low, Very Low and Low Income Limits Roanoke, Virginia

<u>Household Size</u>	<u>Extremely Low (30% of Median)</u>	<u>Very Low Income (50% of Median)</u>	<u>Low Income (80% Of Median)</u>
1 person	\$13,100	\$21,850	\$34,950
2 persons	\$15,000	\$25,000	\$39,950
3 persons	\$16,850	\$28,100	\$44,950
4 persons	\$18,700	\$31,200	\$49,900
5 persons	\$20,200	\$33,700	\$53,900
6 persons	\$21,700	\$36,200	\$57,900
7 persons	\$23,200	\$38,700	\$61,900
8 or more persons	\$24,700	\$41,200	\$65,900

Source: U.S. Dept. of Housing and Urban Development, June, 2011.

Note: In general, the amounts shown in the "Low Income (80% of Median)" column are the maximum incomes that families (or households, for housing activities) of the indicated sizes may have in order to benefit from programs or projects assisted in whole or in part by CDBG and/or HOME funds. Some programs or projects may be limited to assisting families or households with very low or extremely low incomes. Typically, all programs and projects will be required to keep records of the number of assisted families or households within each of the 30%, 50% and 80% of median income subcategories. Income limits are subject to change. The HUD Community Resources Division will provide information on income limits applicable to each program/project selected for funding. Contact the Division for additional information.

ATTACHMENT B

2010-2015 Priorities and Objectives

Preamble

As an urban center, the City of Roanoke provides a broad array of benefits and services to those who live, work or visit here. This willingness to address the needs of the community has also led to the City becoming a regional locus of needs. To thrive and remain healthy into the future, it is vitally important that the City establish and maintain a balance—in incomes, housing choices, economic opportunities and all those elements by which a community's well-being is measured. The priorities and objectives expressed below for the 5-Year Consolidated Plan are set forth with the intent of contributing to this well-being. As such, they reflect over-arching goals to:

- Increase homeownership in the City
- Preserve and restore the City's older neighborhoods, including reducing substandard housing and blight
- Increase employment opportunities in the City, including collaboration with the school system, community college and business community to create employment opportunities for youth linked to graduation
- Increase racial and housing diversity in the City, including further investments in market-rate housing

The priorities and objectives expressed below reflect only those activities that will be assisted with the City's CDBG, HOME or ESG funds. City planning and administrative costs, as well as obligations such as the Hotel Roanoke Section 108 loan payment, are uses of funds classified under the priority with which they are associated, but are not given separate objectives.

Priorities and Objectives

"ECONOMIC DEVELOPMENT" Priority: Promote the creation, expansion, retention of jobs in the City.

Objectives:

- ED-1 Assist the employment of approximately 25 low- and moderate-income City residents, including persons with disabilities, by new and existing businesses and organizations.
- ED-2 Assist the employment of approximately 40 low- and moderate-income City youth through programs developed in coordination with the school system, community college and/or business community and linked with graduation.

"HOMELESS SERVICES" Priority: Promote the prevention of homelessness and the delivery of needed services to homeless families and individuals.

Objectives:

- HM-1 Assist the prevention of homelessness and the rapid re-housing of individuals and families that have become homeless by reserving approximately \$50,000 in CDBG funds for use by the Community Housing Resource Center to leverage additional resources (from non-City government sources) upon the expiration of the 2009 Stimulus funds.
- HM-2 Assist the maintenance, improvement, accessibility and operation of shelters and transitional living centers.

“HOUSING DEVELOPMENT” Priority: Promote the development, sustainability and suitability of housing, and the community’s observance of fair housing laws.

Objectives:

- HS-1 Provide downpayment and closing cost assistance for approximately 150 first-time homebuyers.
- HS-2 Provide rehabilitation assistance for approximately 100 units of owner-occupied housing, including modifications to assist the elderly, disabled and other persons with special needs.
- HS-3 Assist in the construction or rehabilitation of housing and conversion of rental housing, including the acquisition of property, as required, for sale to approximately 65 homebuyers, including the disabled and other persons with special needs.
- HS-4 Demolish or cause to be demolished approximately 65 buildings determined to be infeasible for repair due to advanced deterioration and/or other factors.
- HS-5 Provide housing counseling and homebuyer education, including foreclosure counseling and assistance in accessing private sector financing for approximately 165 homebuyers and/or homeowners.
- HS-6 Conduct fair housing education and remove or reduce impediments to fair housing choice.
- HS-7 Assist the rehabilitation or construction of approximately 32 units of low- and moderate-income rental housing that provide quality of design, methods and materials; reduce density, disperse such units to non-low-moderate-income areas within the City or incorporate a mix of incomes; and/or offer a path to homeownership.

“HUMAN DEVELOPMENT” Priority: Promote activities which contribute to the healthy development of the City’s youth, adults and families, including those with special needs.

Objective:

- HU-1 Provide health and developmental services, including early intervention, for approximately 2,000 at-risk youth and adults.

“NEIGHBORHOOD DEVELOPMENT” Priority: Promote activities to preserve and enhance the physical quality and vitality of the City’s neighborhoods/village centers and develop the capacity of neighborhood individuals and organizations to participate in such activities.

Objectives:

- ND-1 Improve streets, lighting, drainage, streetscaping or other City infrastructure, including enhancements to improve accessibility for persons with disabilities.
- ND-2 Assist 5 or more neighborhood-based and other organizations per year to conduct leadership/capacity development, blight-reduction, beautification, crime prevention, or other neighborhood improvement activities.
- ND-3 Assist the development or improvement, including the historic preservation, of 2 or more nonresidential structures such as community, health or cultural centers.
- ND-4 Assist the acquisition, assessment and redevelopment of 3 or more commercial and/or industrial properties, including brownfields.

ATTACHMENT C

City Council Policy on Funding Nonprofit Organizations

In January 2006, City Council adopted a revised policy establishing the following guidelines for nonprofit organizations requesting \$25,000 or more from the City.

- a. Organizations must develop a business plan that includes evidence of community involvement and outlines long-term plans for financial sustainability.
- b. Boards of organizations must demonstrate engagement with their organization by certifying financial commitment at 100% and annual average meeting attendance at 75%.
- c. Organizations must agree to an annual site visit and periodic reporting of results achieved through funds received.
- d. Organizations in existence for two years or more with an annual budget of \$50,000 must perform an annual audit.

Applicability: This policy applies to all nonprofit organizations applying for \$25,000 or more from the City. A "nonprofit organization" is any organization designated as or that considers itself to be not-for-profit in nature, excluding local, state or federal governmental entities and other political subdivisions. The \$25,000 is applied at the agency level, such that all requests to the City from an organization are aggregated.

Submission of Business Plans: Business plans should be submitted with applications as part of the Organizational Information Package or update. Please provide one hard copy of the plan and one complete copy on CD or other electronic medium in MS Word, PDF or other standard format.

If your plan was submitted as part of last year's application, it need not be submitted again unless it has changed. Any organization that has not previously submitted a business plan and is unable to do so should submit a written response signed by its Chief Executive Officer. The response should explain why the organization is unable to comply with this requirement, whether a business plan development process has been or is being initiated, who will participate in the development of the plan, and when the plan is expected to be completed.

There is no specified format for business plans. However, beyond the "evidence of community involvement" and "long-term plans for financial sustainability" stated in the policy, the City would expect inclusion of other content typically associated with such plans.

Note that providing your business plan does not relieve you from responding fully to the narrative and budget requirements contained in an application package. However, responses may refer reviewers to additional details or special exhibits in the business plan that may enhance or clarify your responses. Note also that if your business plan does not already contain evidence of community involvement and long-term plans regarding the financial sustainability related to the program or project that is the subject of an application, then such information should be made an addendum to your business plan, as well as included in the appropriate section(s) of your application narrative.

Submission of Board Certifications: Certifications of Board financial commitment and attendance should also be submitted with applications as part of the Organizational Information Package or update. A written statement incorporating the wording from the City's policy and signed by the Chief Executive Officer of the organization would be acceptable. Any organization that is unable to make the certifications should submit a written response signed by its Chief Executive Officer. The response should explain why the organization is unable to comply with this requirement, the current annual average meeting attendance and financial participation rates of the Board, activities anticipated to increase these rates, challenges anticipated, participants to be involved and when attainment of the Board member rates might be achieved.

Adherence to the Policy: All nonprofit organizations requesting \$25,000 or more from the City are expected to adhere to the policy. While non-adherence will not necessarily prohibit an organization from receiving funds, adherence will be used as one of the key factors in determining the award of funding.

ATTACHMENT D

The Council of the City of Roanoke, Virginia Policy on HUD Funds

(Adopted September 17, 2001)

(Revised August 18, 2004, and October 4, 2010)

Preamble: Each year, the City of Roanoke receives approximately \$2.5 to \$2.7 million in new entitlement grants under the Community Development Block Grant (CDBG), HOME Investment Partnerships (HOME) and Emergency Shelter Grant (ESG) programs of the U.S. Department of Housing and Urban Development (HUD). Including income earned through the operation of these programs and unexpended prior-year entitlement funds, a total of approximately \$3.5 million in HUD funds may be available to the City for a given fiscal year. This policy sets forth guidelines for the budgeting and distribution of these HUD funds.

Mission: In recognition of the many needs of the City and its limited resources, the primary mission of the City's HUD funds shall be to act as a catalyst for change by providing seed funding for eligible projects and programs and to attract other resources, especially those of the private sector. In carrying out this mission, the HUD budgeting process shall identify capable organizations to carry out targeted efforts, rather than to support on-going activities.

It shall be the policy of the Council of the City of Roanoke, Virginia, that:

1. All CDBG, HOME and ESG funds available to the City shall be used only for programs and projects which support the aims and intent of City Council's "Vision" statement. Further, these funds will be used to promote strategies in the City's Comprehensive Plan and HUD's national goals.
2. With respect to allocating the City's CDBG, HOME and ESG funds:
 - a. With respect to the CDBG funds available for any fiscal year:
 - (1) The City's priorities for the use of its CDBG funds are:
 - (a) Economic Development, involving the actual creation or retention of jobs that primarily benefit persons of low or moderate income.
 - (b) Homeless Services, involving the prevention, reduction or elimination of homelessness.
 - (c) Housing Development, involving, in general, the rehabilitation of housing to benefit low- or moderate-income homebuyers, owners or tenants.
 - (d) Human Development, involving activities which, in general, enhance the development of persons of low or moderate income.
 - (e) Neighborhood Development, involving activities (other than those included under the other priorities) that, in general, enhance the development of the City's predominantly low- and moderate-income neighborhoods.

Planning and administration activities are functions that support any or all of the above priorities and are, therefore, not considered priority categories in themselves.

- (2) Primary emphasis for the use of the City's CDBG funds is placed on the development and improvement of the community's housing stock, with a secondary emphasis on economic development. After subtracting funds designated for Planning and Administration activities, the allocation goals by priority area are:

Housing Development	50.0%
Economic Development	25.0%
Human Development	13.0%
Neighborhood Development	11.5%
Homeless Services	0.5%
	100.0%

The target allocations include the City's obligations and planned commitments for the fiscal year associated with each priority category.

- (3) In order to manage the risk of disallowed expenditures, funds allocated to "Human Development" (HUD "Public Services") and "Planning and Administration" activities shall, in general, not exceed 90% of the maximums allowed under the HUD regulations, except that the City shall have the discretion to increase funds allocated to such activities to an amount not exceeding 95% of the maximums when necessary for the operational feasibility of such activities. (Note: Depending on the nature of the activity, the use of CDBG funds for Homeless Services may be classified as and count toward the limits of funds that may be used for Human Development.)
- (4) Subject to the risk management limitations described in 2.a.(3), for any fiscal year budgeting process, funds in any priority category in excess of the amount required for selected activities may be apportioned to other categories. In addition, the City may adjust the allocation percents in 2.a.(2) as required to better reflect changing conditions in the community, including adjustments required to reflect the specific needs of any neighborhood(s) selected for targeted revitalization efforts or to reflect specific community revitalization or improvement projects selected by the City. To the degree such apportioning or adjustments create substantial changes to the City's Consolidated Plan, the City will amend this Plan in accordance with its Citizen Participation Plan.
- b. In accordance with law, all HOME funds available for a given fiscal year shall be used for activities to provide affordable housing.
- c. In accordance with law, all ESG funds available for a given fiscal year shall be used for activities to address homelessness.
3. Of the amounts available for any given fiscal year, after subtracting funds designated for Planning and Administration activities, not less than 51% of the combined CDBG funds and HOME funds shall be designated for targeted neighborhoods (or portions thereof) or other defined areas of the City. Pursuant to the recommendations of the 2010 HUD Policy Task Force, the following target areas (as depicted in the attached map) are established for future consideration:
- a. An area roughly from the Elm, Day and Marshall Avenues, SW, corridor, westward toward the 13th Street, SW, corridor, Chapman and Patterson Avenues, and north no farther than

Rorer Avenue, SW, which includes areas of the Mountain View, West End and Old Southwest neighborhoods.

- b. An area roughly coinciding with the Orange and Melrose Avenue, NW, corridor from Washington Park and 5th Street to 24th Streets, NW, which includes areas of the Loudon-Melrose, Melrose-Rugby and Washington Park neighborhoods.
- c. An area roughly coinciding with the Morningside neighborhood.

As soon as may be practicable, the City's Department of Planning, Building and Development, in consultation with other City departments and community organizations and individuals, as appropriate, and providing for appropriate review and comment by the general public, shall undertake further study to identify and evaluate projects in each of the three indicated areas in order to recommend for City Council selection by the end of October 2011 the target area offering the optimal combination of needs and opportunities, including a proposed funding strategy for the concentration of CDBG, HOME and such other funding as may be secured for use in the selected area beginning in FY 2013. In the interim, HUD funding application guidelines and selection criteria shall maintain a substantial preference for targeted, concentrated uses of available CDBG and HOME funds, but shall be constructed in such manner as not to result in funding decisions which would limit the ability of City Council to designate the primary target area following the indicated study.

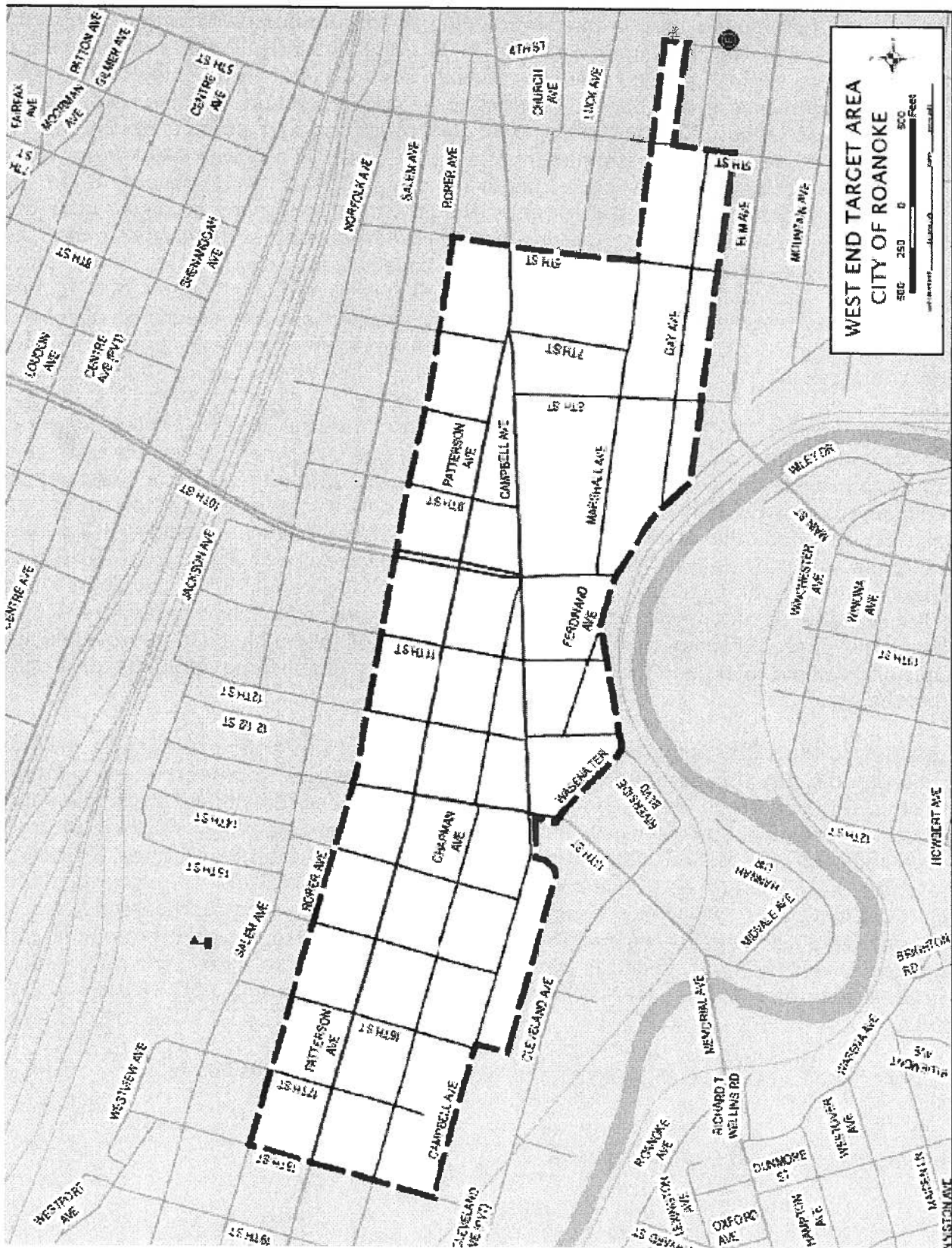
- 4. Starting with the budgeting process for FY 2012 to begin in November 2011, an entity that competes for and is awarded funding for an activity of an ongoing nature may, as applicable, be provided a conditional renewal not requiring reapplication for up to two additional years, subject to demonstrating a continuing need for the activity and satisfactory performance. For a newly created activity, performance objectives shall allow adequately for any needed gear-up phase from the point an agreement for the funding is first executed, with reasonable performance benchmarks through the end of the first performance period and progressively greater expectations for the second and third years. The performance expectations for the first, second and third funding years of a previously existing activity shall be greater, recognizing the absence of a need for a gear-up period. During the budgeting cycle for the second year of the activity, the funding recipient shall submit a non-competitive proposed budget and performance goals for the coming year. Funding increases of no more than 5% over current funding, if warranted due to cost inflation or other demonstrable factors, may be considered by the City. Continuation of funding for the activity for the next performance period shall be conditional upon achieving satisfactory performance through the end of the current period. In the event of nonperformance without mitigating factors, funding for the next period shall be reallocated to other applicants given tentative acceptance through the annual application process, but put on a waiting list pending funds availability. This annual process of performance review, renewal or release of commitments would continue through the number of allowed renewals. Thereafter, the activity would be subject to competitive re-application. All commitments of funding or continued funding under this provision are further conditioned upon the City's receipt of necessary CDBG and/or HOME funds from HUD. Moreover, nothing in this provision of the policy shall be construed to relieve activities within the HUD definition of CDBG "public services" from the need to demonstrate that they are either new activities or increases in the services that would otherwise be provided in the absence of CDBG funds.

- 5. In order to promote high-quality, best-practice programs and projects and increase

opportunities for making measurable improvements in community conditions, the City anticipates making fewer, but larger, awards. The City's application guidelines will encourage organizations to submit realistic funding requests commensurate with the extent of the needs to be addressed, the scope of activities to be conducted and the magnitude of the results to be achieved. The guidelines will limit programs and projects which will be considered to those requesting a minimum of \$25,000 in CDBG and/or HOME funds. (This provision shall not apply to ESG funds, due to the small amount received by the City.) To maximize the impact of its limited HUD funds, the City will place greater emphasis upon the selection of programs and projects which substantially leverage other financial resources, as well as those which incorporate meaningful collaborations with other community organizations and stakeholders. There will be increasing emphasis upon quantifiable outcome performance (e.g. increases in employment; reductions in teen pregnancy rates) and decreasing reliance on process indicators (e.g. number of enrollees; number of loan applications taken).

6. The budgeting of HUD funds shall avoid duplication of services and maximize the areas benefitting from the City's limited HUD resources. To this end, when two or more projects propose to provide the same or similar forms of assistance within the same or substantially overlapping areas, the City shall provide HUD funds only to the most meritorious of the applicants, cost and other appropriate, objective selection criteria being considered. Further, the City shall not provide HUD funds to programs or projects to be newly established in areas served by other existing and similar programs and projects, except in instances where it can be documented to the City's satisfaction that the needs to be addressed are acute, substantially exceed the capacity of existing providers, and that such existing providers are unable or unwilling to expand their capacities and support establishing additional providers within the area.
7. In addition to the study associated with section 3 above of this policy, as soon as may be practicable, the City's Department of Planning, Building and Development, in consultation with other City departments and community organizations and individuals, as appropriate, and providing for appropriate review and comment by the general public, shall explore and identify indicators, consistent with City Council's Vision and strategic priorities, for better measuring the individual and collective success of CDBG, HOME and ESG programs and projects. City Council shall be apprised and offer guidance regarding candidate indicators. Upon final establishment of the success indicators, the Department shall determine and implement the use of such indicators for individual programs and projects, and for broader, periodic evaluations of the success of the City's targeted and overall CDBG, HOME and ESG efforts.
8. This policy shall supersede all previous City Council Policies on HUD Funds.

Attachment: Map of West End Target Area



ATTACHMENT E

504/ADA SELF-EVALUATION AND ASSURANCE OF COMPLIANCE

504/ADA General Information

Federal and State laws prohibit discrimination based on disability. Section 504 of the Rehabilitation Act of 1973, as amended (504), and the Americans with Disabilities Act of 1990 (ADA) require that the City of Roanoke (City) and all organizations receiving Community Development Block Grant (CDBG), Emergency Shelter Grant (ESG) and/or HOME Investment Partnerships Program (HOME) funds from the City comply with the 504/ADA accessibility requirements.

Under 504 and ADA, a “qualified individual with a disability” is anyone who has a history of, or is perceived as having, a physical or mental impairment which substantially limits one or more major life activities. Disabilities include, but are not limited to: mobility, visual, hearing, or speech disabilities; mental illness; epilepsy; learning disability; brain injury; HIV/AIDS; arthritis; cerebral palsy; multiple sclerosis; developmental disability; and alcohol and/or drug addiction.

Instructions

504/ADA Self-Evaluation Questionnaire Form

This form will help you evaluate your organization’s programs and services, employment, and facilities to ensure they are accessible to people with disabilities. Complete the 504/ADA Self-Evaluation Questionnaire, submit a copy with your application and retain a copy for your records.

“Quick Look” Barriers Checklist

For organizations applying to conduct construction activities, this form only pertains to your facilities, not the construction sites (unless your facilities are part of the construction activities). Organizations providing services outside their facilities do not need to write a corrective action plan for physical accessibility as long as these services are provided in an accessible location for people with disabilities. However, physical access to your facilities must also be reviewed in light of hiring an individual with a disability or accommodating a current employee who becomes disabled.

504/ADA Assurance of Compliance Form

- **Complete this form.** If your organization is out of compliance with any of the 504/ADA requirements, indicate on the 504/ADA Disability Assurance of Compliance form the corrective actions that will be taken to achieve compliance and the anticipated date these actions will be completed.
- **Sign the Assurance of Compliance form and include the original with your application.** Keep a copy of the form on file in your office for reference in the event of any on-site review by the City of Roanoke or its designees. Reviews may announced or unannounced.

If you have questions regarding this process, or if you require this material in an alternate format, please contact the City of Roanoke at 540-853-6405.

504/ADA SELF-EVALUATION QUESTIONNAIRE

General Requirements

Please check the appropriate answers. If necessary, attach additional pages of explanation. If you have fewer than 15 employees, please skip the first section and start with "Program Access."

- | | YES | NO | N/A |
|---|--------------------------|--------------------------|--------------------------|
| 1. Do you have a 504/ADA coordinator? If so, who? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Name_____ | | | |
| Title_____ | | | |
| Phone_____ | | | |
| 2. Do you have an internal grievance procedure that allows for quick and prompt solutions for any complaints based on alleged noncompliance with 504/ADA? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you have a policy that provides for notifying participants, applicants, employees, unions, and professional organizations holding collective bargaining or professional agreements that you do not discriminate on the basis of disability? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you notified these individuals of your nondiscrimination policy? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Do you provide ongoing staff training to ensure that staff fully understand your policy of nondiscrimination on the basis of disability and can take all appropriate steps to facilitate the participation of individuals with disabilities in agency programs and activities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Program Access

- | | | | |
|--|--------------------------|--------------------------|--------------------------|
| 1. Do you notify the public and other interested parties that agency meetings, board of director meetings, hearings, conferences, public appearances by elected officials and interviews will be held in accessible locations? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Do you notify the public and other interested parties that auxiliary aids (sign language interpreters, readers) will be provided, upon request, to participants with disabilities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Do you have a Teletypewriter (TTY), or do you use the statewide Telecommunications Relay Service to facilitate communication with Individuals who use TTYS for communication purposes? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you provide ongoing training to familiarize appropriate staff with the operation of the TTY (or Relay Service) and other effective means of communicating over the telephone with people with disabilities? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Program Access (continued)

	YES	NO	N/A
5. Do you make available, upon request, written material in alternate formats for people who have disabilities? (Alternate formats include large print, Braille, and audiocassette tapes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Are printed posters, announcements, and printed materials (including graphics) clearly legible and placed in physically accessible locations where print can be read from a wheelchair?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. If you have a mailing list for the purposes of information dissemination, does it include various disability groups?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Are your TTY number and procedures for accessing your services printed on all material distributed to the public?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Do you have a policy and procedure for safe emergency evacuation of people with disabilities from your facility(ies)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employment and Reasonable Accommodation

1. When gathering affirmative action data regarding disabilities, do you make it clear that:			
<ul style="list-style-type: none"> the information requested is intended for use solely in connection with reporting requirements; the information is voluntary; the information will be kept confidential, and refusal to provide or providing the information will not subject the applicant or employee to any adverse treatment? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. If you make pre-employment medical inquiries or conduct pre-employment medical examinations:			
<ul style="list-style-type: none"> Is the inquiry related to the applicant's ability to perform the job? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Do you condition offers of employment on the results of these examinations? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Is the examination required for <u>all</u> employees in the same job classification? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> Are <u>all</u> applicants in the same job classification asked the same medical and/or interview questions? 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. During the application, interviewing, hiring, and employment process, do you provide reasonable accommodations to applicants and employees with disabilities?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employment and Reasonable Accommodation (continued)

YES NO N/A

4. Do you have a written policy stating the following?

504/ADA requires that information concerning an applicant's medical condition or history must be kept separate from personnel records and may be shared in only three ways:

- (1) supervisors and managers may be informed of restrictions on the work or duties of individuals with disabilities and informed of any necessary accommodation(s);
- (2) first aid and safety personnel may be informed if the condition might require emergency treatment; and
- (3) government officials investigating compliance with 504/ADA shall be provided with relevant information upon request.

☐ ☐ ☐

Physical Accessibility

Complete the "Quick Look" Barriers Checklist and then answer the following questions:

- 1. Is the building(s) where your business is located barrier-free? ☐ ☐ ☐
- 2. If you checked NO to any of the items on the Employment and Reasonable Accommodation checklist above, would these areas prevent an individual with a disability from accessing your program(s) or service(s)? ☐ ☐ ☐

If access would be impacted, describe on the Corrective Action Plan what steps will be taken to eliminate the barrier(s). If there are extenuating circumstances which would make barrier removal a financial or administrative burden, please explain in the Corrective Action Plan.

This 504/ADA Self-Evaluation Questionnaire was completed by:

Signature

Date

Print Name

Phone Number

“QUICK LOOK” BARRIERS CHECKLIST

This checklist is designed to give a quick appraisal of potential problem areas for accessibility. For detailed review standards, you may refer to federal ADA Accessibility Guidelines (ADAAG), state or local laws and regulations.

	YES	NO	N/A
Building Access			
• Are 96" wide parking spaces designated with a 60" access aisle?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are parking spaces near main building entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is there a "drop off" zone at the building entrance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the gradient from parking to building entrance 1:12 or less?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does the entrance doorway have at least 32" wide clearance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the door threshold no more than ½" high?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the door handle easy to grasp?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are the doors easy to open (building entrance maximum 8.5 lbs. pressure, all internal doors 5 lbs. max.)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are other than revolving doors available?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Building Corridors			
• Is path of travel free of obstruction and at least 36" wide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is floor surface firm and slip resistant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do obstacles (phones, fountains) protrude no more than 4"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are elevator controls no higher than 48"?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are elevator markings in Braille?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Does elevator provide audible signals?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Elevator interior provides minimum 51" turning area for wheelchairs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Restrooms			
• Are restrooms near building entrance or personnel office?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do doors have lever handles?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Do restroom entrance doors have at least 32" wide clearance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is restroom large enough for wheelchair turnaround (51" minimum)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are stall doors at least 32" wide?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are grab bars provided in toilet stalls?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are sinks at least 30" high with room for a wheelchair to roll under?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are sink handles easily reached and used?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Are soap dispensers and towels no more than 48" from the floor?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personnel Office			
• Do doors provide at least 32" wide clearance?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the door easy to open? (max. 5 lbs. pressure)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the door threshold no more than ½" high?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Is the path of travel between furniture wide enough for wheelchairs?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

504/ADA DISABILITY ASSURANCE OF COMPLIANCE

With Regard to Complying with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans With Disabilities Act of 1990, two federal laws which prohibit discrimination against qualified people with disabilities:

I understand that federal and state laws prohibit discrimination in public accommodations and employment based solely on disability. In addition, I recognize that Section 504 requires recipients of federal funds (either directly or through agreements with a governmental entity receiving federal funds) to make their programs, services, and activities, when viewed in their entirety, accessible to qualified and/or eligible people with disabilities. I agree to comply with, and to require that all subcontractors comply with, the Section 504/ADA requirements. I understand that reasonable accommodation is required in both program services and employment, except where to do so would cause an undue hardship or burden.

I agree to cooperate in any compliance review and to provide reasonable access to the premises of all places of business and employment and to records, files, information and employees therein to City of Roanoke for reviewing compliance with Section 504 and ADA requirements.

I agree that any violation of the specific provisions and terms of the 504/ADA Disability Assurance of Compliance and/or Corrective Action Plan required herein or Section 504 or the ADA shall be deemed a breach of any agreement with the City. Such a breach shall be grounds for cancellation, termination, or suspension, in whole or in part of an agreement with the City.

According to the responses to the questions in the 504/ADA Self-Evaluation YES NO

Questionnaire, (organization name)_____ ☐ ☐

_____ is in compliance with 504/ADA.

If the above response is NO, the following corrective actions will be taken:

Corrective Action Plan

The following Corrective Action Plan is submitted to comply with Section 504 and ADA requirements.

Actions to Be Taken	General Requirements	Completion Date

504/ADA DISABILITY ASSURANCE OF COMPLIANCE (continued)

Employment and Reasonable Accommodation

Actions To Be Taken

Completion Date

Physical Accessibility

Actions To Be Taken

Completion Date

I certify that, to the best of my knowledge and belief, the foregoing is true and correct.

Signature of Authorized Official

Date

Type or Print Name of Authorized Official

Title

Name of Organization

Street Address

City

State

Zip

Phone Number

ATTACHMENT F

APPLICATION EVALUATION CRITERIA

All applications received will be evaluated through a multi-level review process, which may include one or more interviews of any or all applicants. In the first stage, applications must pass an "eligibility" review to ensure the activities to be conducted are fundable under the federal CDBG regulations. Any application, which does not meet these legal eligibility criteria cannot be considered further. The second stage involves a qualitative and quantitative evaluation by a review committee. Preliminary funding recommendations will be issued by the review committee for consideration by the City's Budget Preparation Committee and City Manager. Applications, which pass this stage of the review, will be incorporated into a draft budget/plan to be presented for citizen comments at a public meeting tentatively planned for April 3, 2012. Thereafter, the draft will be placed before City Council for final decision-making in May, 2012.

Evaluation Criteria:

1. Demonstration of Need: The applicant makes a compelling case regarding the need for this program. Program will be addressing a known need identified in the City. (Maximum 30 points)
2. Program Objectives: The objectives to be achieved by the program are specific, measurable, attainable, reasonable and time-referenced. Applicant has an evaluation plan for assessing performance against objectives. (Maximum 20 points)
3. Linkages / Collaboration: The Applicant provides documentation of linkages and collaborations with other organizations which result in specific, tangible assistance to program. (For example: "The Health Department will provide free physical exams for all program participants.") (Documentation such as letters, cooperative agreements or other documents from the organizations listed.) (Maximum 15 points)
4. Applicant Experience: Applicant has prior experience in the same or similar activities as proposed and has a track record of demonstrated capability and performance. (Maximum 10 points)
5. Program Performance: Applicant has prior experience in the same or similar activities as proposed and has a track record of demonstrated capability and performance. (Maximum 10 points)
6. Budget: Funding requested is reasonable and necessary in relation to the program's design, goals to be attained and benefits to be gained. Applicant identifies leveraged funding from own resources as well as other funding sources. (Maximum 15 points)
7. Council Policy: The project adheres to the City Council Nonprofit Policy. (Maximum 15 points)